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ELEMENTS OF A FIELD PROCUREMENT PROGRAM

1. Get firm realistic workload statistics for the ensuing six to twelve month period.

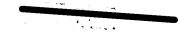
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2. Analyze Workload

a. Categorize by broad type of personnel required., e.g.

| Broad Category | | | | |
|----------------|---------------------|--|---|--|
| broad Category | | | Sub-Categories | |
| (1) | Clerical | (1) (2) (3) (4) (5) (6) | Clerk Stenographer Typist Key-punch operator Communications code clerk File Clerk | |
| (2) | Junior Professional | (1) (2) (3) (4) (5) (6) (7) (8) | Domestic; scientific; research; area/language Domestic; social science; research; area/lang. Domestic; scientific; operations; area/lang. Domestic; social science; operations; area/lang. Overseas; scientific; research; area/language Overseas; social science; research; area/lang. Overseas; scientific; operations; area/lang. Overseas; social science; operations; area/lang. | |
| (3) | Specialists | (1) (2) (3) (4) | Communications Medical Graphics Other operational support | |
| (4) | Executive | cate | Each such position would represent a sub- gory in itself. | |

- b. Determine the attrition rate for each category so that this figure may be added to the vacancy total.
- 3. Analyze recruitment potential
- a. Determine the geographic areas where greatest percentage of the kind of candidates we wish will be found.
- b. Determine the assistance existing in geographic areas which can be utilized by CIA; e.g., organized groups; consultants; institutions or industries.
- 4. Join Analyses of Workload and Recruitment Potential
 - a. Determine for each category of vacancies:



- (1) Which categories can be best recruited through a field organization on a continuing basis, e.g., clerical, junior professional; and which categories can be best handled by roving recruitment teams working out of Washington headquarters, e.g., executives.
- (2) Field and departmental staff requirements to discharge the work-load.
- (3) Clerical and correspondence support required in both field and departmental offices to facilitate efforts of the recruitment officers.
- 5. Define Authorities and Responsibilities
 - a. Determine responsibilities of field staff vs. departmental
- b. Determine role of Agency operating officials and employees in the total program and how they can be most effectively utilized with the least dislocation of the other Agency activities.
- 6. Insure Proper Coordination
 - a. Between departmental and field
 - b. Between field personnel recruiters and other Agency Field activities.
- c. Between field personnel recruiters and departmental Agency officials travelling to the field.